

Requesting a NAP user account for Contractors

**Equipment on this list may be requested to obtain a NAP account
and self status their contracted resources in ROSS.**

*** Denotes national contract resources – determined by NICC**

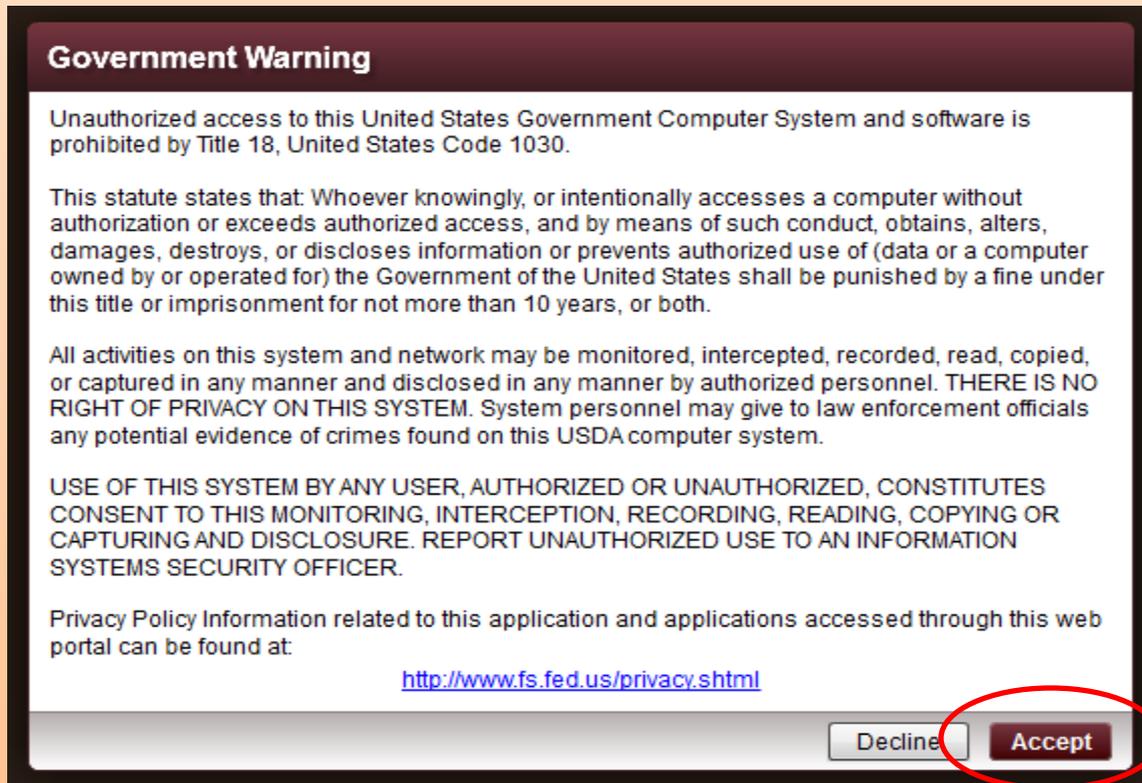
*National Crews (T2IA)	PNW Agreement Crews(T2)
*Helicopter Ops Trailers	Single Fallers
*Communication Trailers	Skidgines
*Crew Carriers/Crew Bus	Watertenders
*GIS Trailers	Pumper Cats
Soft Tracks	Dozers
Excavators	Tractor Plows
Feller Bunchers	Masticators
Road Graders	Skidders
Engines	Potable Water Trucks
Gray Water Trucks	Trailer Mount Hand Wash
Faller Modules	Mobile Laundry

Requesting a NAP User Account for Contractors

- As a Contractor we are asking you to status your equipment in ROSS as being available or unavailable.
- The first step is to request a user account in NAP. Once obtained you will be able to access ROSS Web Status.
- You will then be able to status your equipment yourself as to available or unavailable. And choose local, geographic area (GACC) (which is region 6, Washington and Oregon) and nationally.

➤ start your internet browser, type in:

- <https://nap.nwcg.gov>
- When the Government warning dialog box pops up, click 



Government Warning

Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030.

This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States shall be punished by a fine under this title or imprisonment for not more than 10 years, or both.

All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel. THERE IS NO RIGHT OF PRIVACY ON THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system.

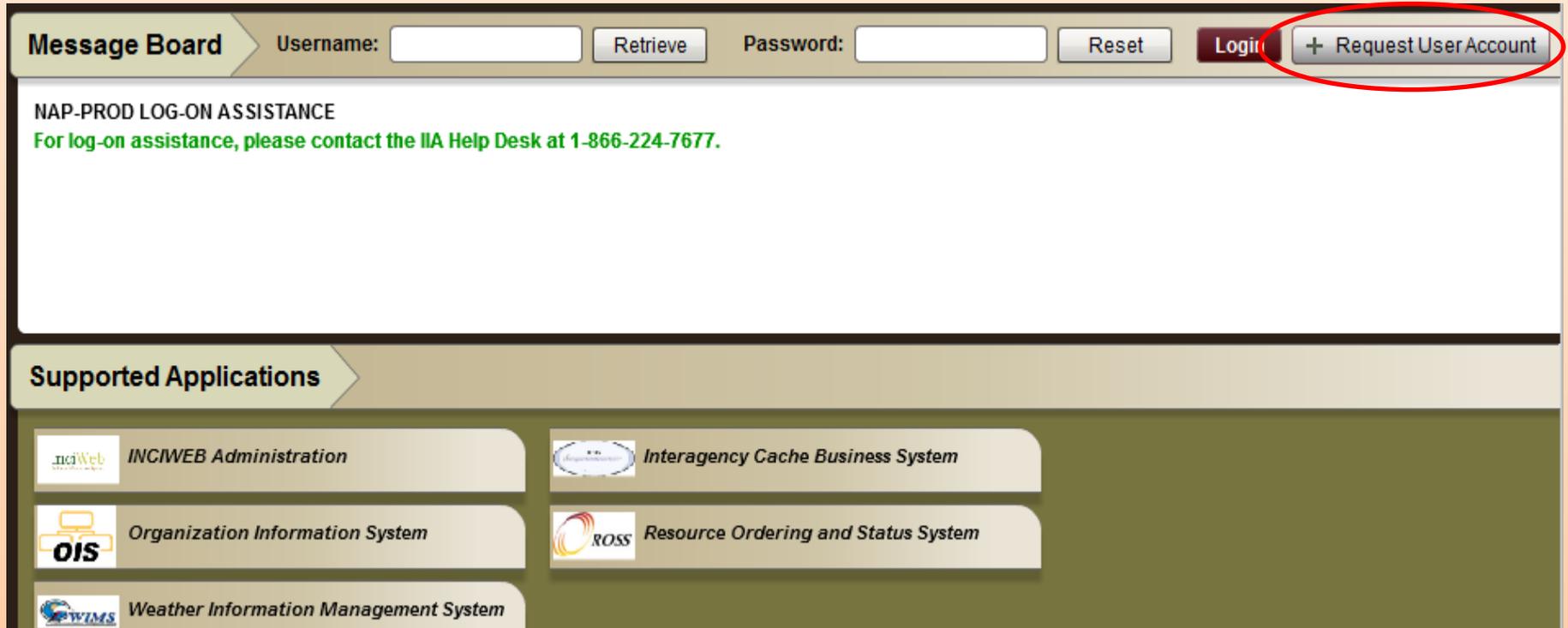
USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.

Privacy Policy Information related to this application and applications accessed through this web portal can be found at:

<http://www.fs.fed.us/privacy.shtml>

➤ On the NAP Home Screen, click

+ Request User Account



The screenshot displays the NAP Home Screen interface. At the top left, there is a "Message Board" tab. To its right is a login section with a "Username:" label, an input field, a "Retrieve" button, a "Password:" label, another input field, a "Reset" button, a "Login" button, and a "+ Request User Account" button. The "+ Request User Account" button is circled in red. Below the login section is a message box titled "NAP-PROD LOG-ON ASSISTANCE" with the text "For log-on assistance, please contact the IIA Help Desk at 1-866-224-7677." in green. The bottom section is titled "Supported Applications" and contains five application tiles: "inciWeb Administration", "Interagency Cache Business System", "Organization Information System", "Resource Ordering and Status System", and "Weather Information Management System".

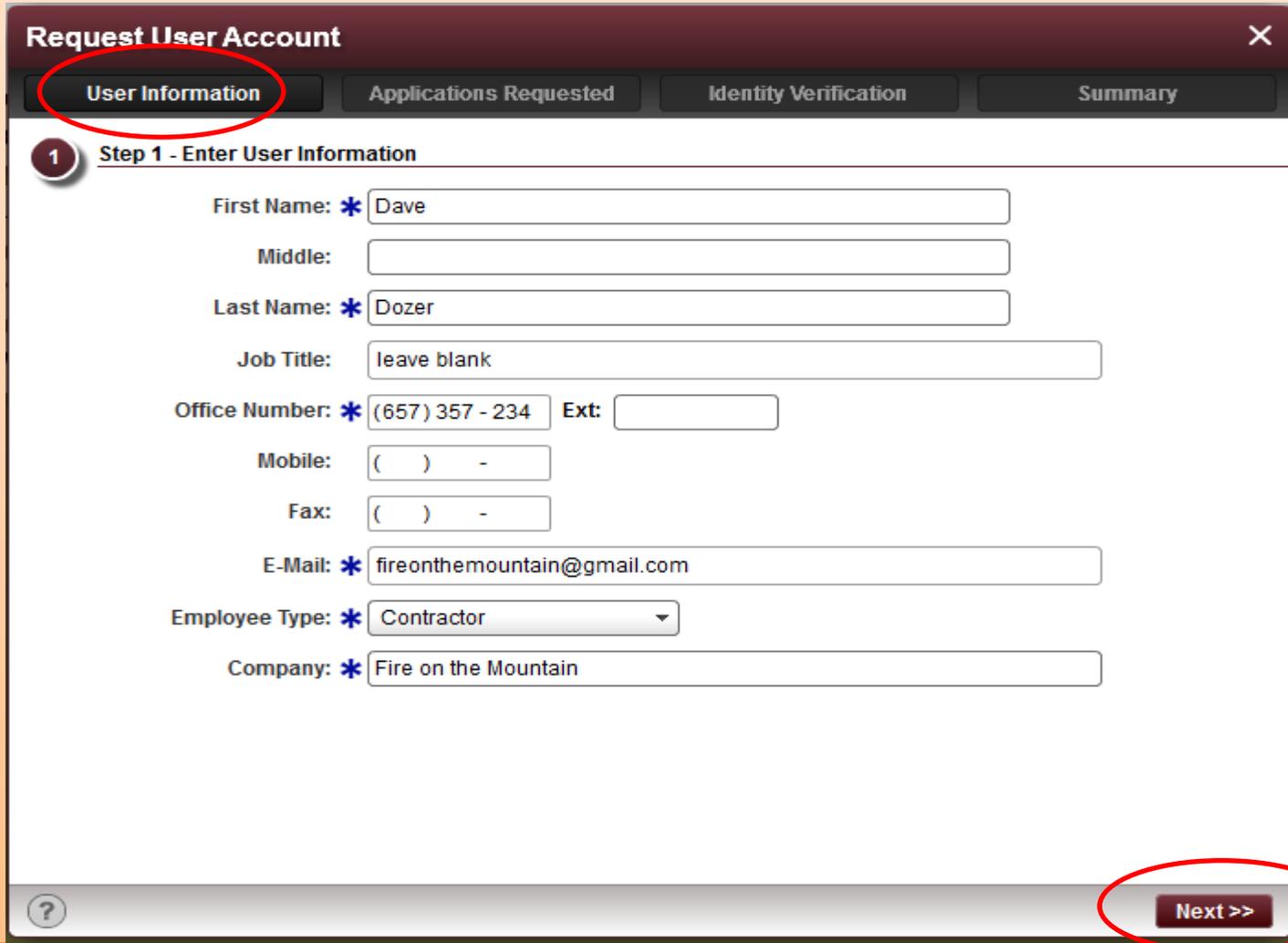
Message Board Username: Retrieve Password: Reset Login **+ Request User Account**

NAP-PROD LOG-ON ASSISTANCE
For log-on assistance, please contact the IIA Help Desk at 1-866-224-7677.

Supported Applications

-  *inciWeb Administration*
-  *Interagency Cache Business System*
-  *Organization Information System*
-  *Resource Ordering and Status System*
-  *Weather Information Management System*

➤ On the User Information tab, complete the following information about your request, and click 



Request User Account [X]

User Information Applications Requested Identity Verification Summary

1 Step 1 - Enter User Information

First Name: * Dave

Middle:

Last Name: * Dozer

Job Title: leave blank

Office Number: * (657) 357 - 234 Ext:

Mobile: () -

Fax: () -

E-Mail: * fireonthemountain@gmail.com

Employee Type: * Contractor

Company: * Fire on the Mountain

[?] [Next >>]

➤ On the Applications requested tab, fill out as follows:

Request User Account [Close]

User Information | **Applications Requested** | Identity Verification | Summary

2 Step 2 - Requested Standard and/or Privileged Account Access to the following application instances

Application Access:

Instance: *

Enter the individual who can validate your need to access this application. You CAN NOT validate yourself. (Agency employees: enter manager or supervisor. Contractors: enter your government contracting office personnel.)

Contact's First Name: * [Collapse] [Expand]

Contact's Last Name: *

Title: *

Phone Number: * Ext

E-Mail: * E-Mail address is invalid

[Help] [Back] **Next >>**

➤ The Identity Verification tab will ask you to verify the information you supplied on the previous page. If all looks correct, click next.

Request User Account [Close]

User Information Applications Requested **Identity Verification** Summary

3 Step 3 - Select Identity Verification Contact
Select the individual who can validate your identity and the need for a NAP account.

Select from the Application Verifiers entered on the previous page.

Identity Verification * Contact: Chris Contracting

Contact's First Name: Chris

Contact's Last Name: Contracting

Title: Contracting Officer

Phone Number: (246) 641-2266 Ext

E-Mail: chriscontractingofficer@fs.fed.us

[?] << Back Next >>

➤ On the summary tab, make sure it all looks correct, then click save.

Request User Account [Close]

User Information Applications Requested Identity Verification **Summary**

4 Step 4 - Review Summary

User Information: Dave Dozer
Fire on the Mountain
(657) 357-2345
fireonthemountain@gmail.com

Employee Type: Contractor

Application Instances Requested: ROSS, Chris Contracting (246) 641-2266
PROD (Standard)

Identity Verification Contact: Chris Contracting (246) 641-2266

[?] [Back] **Save**

- When approved, you will receive two emails from donotreply@nwcg.gov
- 1. identifies your new NAP User Account
- 2. gives you a Temporary NAP password

- FYI, when your NAP profile is established, you will need to contact the appropriate dispatch center and advise them of your new profile and user name. The dispatch center has to find your profile in ROSS and check the box “Vendor Rep Web Access”. This is not always your current host dispatch, or where your contract resides. It is where your company name resides virtually in ROSS. Generally if your contracts are in Region 6 (OR and WA), your appropriate dispatch will be Northwest Coordination Center in Portland. The ROSS report that shows your virtual dispatch will be shared with all the centers in the Region. Please call your local dispatch or Central Oregon Dispatch @541-416-6800 if you want clarification.

- FYI, the NAP account is only an application that allows you to manage your passwords for ROSS access.

- Now, you can go back into the NAP application and change your password to something of your choosing.

➤ Return to the NAP website:

<https://nap.nwcg.gov/NAP/>

➤ Enter your user name and temporary password and click login

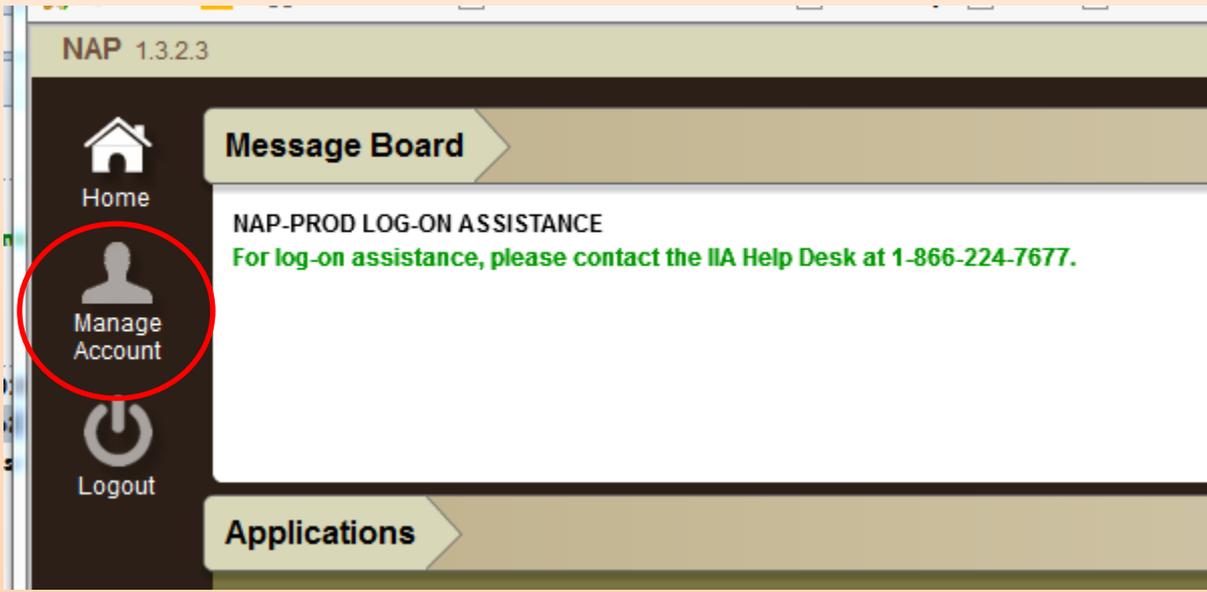
Message Board Username: Retrieve Password: Reset **Login** + Request User Account

NAP-PROD LOG-ON ASSISTANCE
For log-on assistance, please contact the IIA Help Desk at 1-866-224-7677.

Supported Applications

 <i>INCIWEB Administration</i>	 <i>Interagency Cache Business System</i>	 <i>Organization Information System</i>
 <i>Resource Ordering and Status System</i>	 <i>Weather Information Management System</i>	

➤ Click on the Manage Account Icon



➤ Make sure your user information is correct. If not, call the helpdesk. 866-224-7677.

Edit Standard User Account - davedozer [X]

Challenge Questions

▼ User Information

First Name: *

Middle:

Last Name: *

Job Title:

Office Number: * Ext:

Mobile:

Fax:

E-Mail: *

Employee Type: *

Company: *

- Scroll down to the “Password Management” tab
- Use the temporary password from the email as the current password, then change to something more of your liking as long as it meets the requirements stated.

▼ Password Management

Current Password:	<input type="text" value="Change now"/>
New Password:	<input type="text" value="FireontheMt!!8"/>
Confirm Password:	<input type="text" value="FireontheMt!!8"/>

NAP requires a strong password that contains at least 12 characters and must include at least the following: 1 upper case letter(s), 1 lower case letter(s), 1 number(s) and 1 special (non-alphanumeric) character(s). Previously used passwords may not be used.

- The password in the example can be changed as needed by changing the number or the symbols.

- back at the top of this window, click on “Challenge Questions”
- By Setting your Challenge Questions, you will be able to retrieve your user name or reset your password without calling the helpdesk. (you should write these down somewhere in case you need them.) Click Save.

The screenshot shows a web browser window titled "Edit Standard User Account - davedozer". In the top right corner of the window, there is a dark grey button labeled "Challenge Questions" which is circled in red. Below this, there is a section titled "User Information" with a dropdown arrow. Underneath, there are three input fields: "First Name: * Dave", "Middle:" (empty), and "Last Name: * Dozer". The asterisks indicate required fields.

➤ Back at the top of this window, click on “Challenge Questions”.

Edit Standard User Account · davedozer [X]

<< Back **Set Challenge Questions**

By setting your Challenge Questions, you will be able to retrieve your username or reset your password. When recovering your username, you will have to provide your email address and answer one of the following questions and your username will be sent to your email address. If you have forgotten your password, you will need to enter your username and answer one of the challenge questions, and a temporary password will be sent to your email address.

1. Select your First Challenge Question: * In what city or town was your first job? [v]
Answer: * Boise
2. Select your Second Challenge Question: * What high school did you attend? [v]
Answer: * Boise High School
3. Select your Third Challenge Question: * In what city was your father born? [v]
Answer: * San Francisco

➤ You be sent emails when you need to change your password. Access your NAP account to accomplish this.